INSTRUCTIONS FOR COMPLETING AF FORM 3520

Fill this form out in the same way as AFTO FORM 781 except make only one entry per flight on the extract.

1. Last name.

2. Social Security Number.

3. Home Unit.   Unit from which you are TDY/or gaining unit.

4. Location. Location of your Home Unit.

Date.   Date of the flight. Use YYMMDD (e.g. 891031).
MDS (Mission Design). Type of aircraft flown.
Serial Number. Enter the Tail Number of the aircraft.
Flight Auth Duty Code. Enter crew position code.
Flight Time. These items are explained in AFR 60-1.
Total Time. Enter the total time of the flight.
Sorties. Enter total number of sorties for that day's flights.
Flight Conditions. These items are explained in AFR 60-1.
Reserve Status. Applies to USAFR and ANG personnel only.
Mission Symbol. Enter the authorized mission symbol.

5 -7.   Certification. Signed by either a commissioned officer (preferably the pilot in command) or by the Wing Flight Management personnel.

8 -10.   AFORMS Processing. Used by the AFORMS personnel at home station.